



DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5729

REPLY TO
ATTENTION OF:

ATZH-TB

17 November 2006

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter 1: Open Door Policy

REFERENCE

AR 600-200, Army Command Policy

1. The purpose of this memorandum is to announce my policy concerning individuals' rights to present complaints/grievances and to set procedures for those who wish to meet with me personally.
2. Every member of this Brigade has the right to seek a remedy for any complaint or grievance they may have. I expect complaints to be addressed and resolved at the lowest level.
3. The chain of command will be the first avenue for addressing issues and problems. I charge all leaders to take care of Soldier and civilian employee problems rapidly. Soldiers and civilians will inform the appropriate chain of command or supervisor before making appointments so leaders will be informed of Soldier requests to see the Brigade Commander in accordance with this policy.
4. Individuals may schedule open door appointments by contacting my secretary (791-3800, building #25710) or the Brigade Command Sergeant Major.

FRANK G. PENHA
COL, SC
Commanding

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